

## Introduction

The purpose of this checklist is to ensure that an Organisation can provide key provisions of a safe working environment, supervision of students on work placement and diversity of services to enable a student to achieve their learning outcomes.

A review of the workplace site is to ensure that work health and safety standards, policies and procedures, equipment and facilities meet the requirements and learning outcomes of qualifications on Daisy Learning scope.

It is also used to ensure Daisy Learning has the correct information to be included on the Work Placement Agreement as well as Organisation requirements in relation to student placements.

## Organisation Details

<b>Legal Name:</b>	
<b>Trading Name:</b>	
<b>Address:</b>	<b>Post Code:</b>
<b>Postal Address:</b>	<b>Post Code:</b>
<b>Organisation Phone:</b>	<b>Email:</b>

<b>Contact Officer Name:</b> <i>The person responsible for supervision of students during placement</i>	
<b>Role:</b>	
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	

<b>Emergency Contact Name:</b> <i>The person Daisy Learning and/or the Student can contact regarding placement</i>	
<b>Role:</b>	
<b>Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	

## Placement Type

Please tick all qualifications the organisation has the capacity to facilitate placement for:

- Certificate III in Individual Support (Ageing)
- Certificate III in Individual Support (Home and Community)
- Certificate III in Individual Support (Disability)
- Certificate IV in Ageing support
- Certificate IV in Disability
- Certificate IV in Leisure & Health

How many students would you be willing to take from Daisy Learning at any one time?	
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## Checklist

Tick the relevant boxes and provide comments as applicable. A combination of discussion and observation is required to complete this checklist

SECTION 1 – Requirements essential for student Work Placement		SITE CHECK	DAISY CHECK
Does the organisation have sufficient staff who are qualified to “sign off” on the student’s competency at completing practical skills. <i>Supervising staff must have equal or higher-level qualifications and must have current experience in the community/health services sector.</i>		<input type="checkbox"/>	<input type="checkbox"/>
Organisation able to offer diversity of working areas for the student to demonstrate competency in required tasks.		<input type="checkbox"/>	<input type="checkbox"/>
Organisation is aware that Daisy Learning assessors may need to carry out site visits (at prearranged dates and times) and supervisors will be available to discuss student progress.		<input type="checkbox"/>	<input type="checkbox"/>
Induction / orientation provided prior to the students commencing vocational placement.		<input type="checkbox"/>	<input type="checkbox"/>
Students will be able to provide (assisted) support for at least 3 individual clients throughout their work placement.		<input type="checkbox"/>	<input type="checkbox"/>
Equipment is available for student to perform relevant tasks.		<input type="checkbox"/>	<input type="checkbox"/>
Work health & safety standards <i>Verbally verified by Organisation</i>	<input type="checkbox"/> Incident reporting procedures <input type="checkbox"/> Instructions / training for equipment operation		<input type="checkbox"/>
Infection Control	<input type="checkbox"/> Policies / procedures in place <input type="checkbox"/> Standard & additional precautions used <input type="checkbox"/> Hand washing/ personal hygiene facilities sufficient <input type="checkbox"/> Waste management in place		<input type="checkbox"/>

SECTION 2 – Organisation Requirements	
Prior to placement, do you require:	<input type="checkbox"/> Police Check <input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Blue Card <input type="checkbox"/> Influenza Vaccination <input type="checkbox"/> NDIS Workers Screening Card <input type="checkbox"/> Full COVID-19 vaccination
Please make notes if you wish to clarify further:	
What process would you like students to take leading up to placement? <i>For example: Would you like them to contact you prior to starting for an informal interview? When is orientation? When will they receive their roster, i.e. will it be given to them prior to starting? Where would you like them to report on their first day?</i>	
Daisy Learning will provide students with a name badge with Daisy Learning logo and a Daisy Learning polo shirt to wear at work placement if this suits the organisation. Please let us know your preferences.	Daisy Learning shirt <input type="checkbox"/> Yes <input type="checkbox"/> No Daisy Learning name badge <input type="checkbox"/> Yes <input type="checkbox"/> No Other (please specify):

Daisy Learning advises students of the following dress/grooming requirements. Does the organisation have any further requirements? If so, add or modify the list below.	
Clothing must be clean and neat at all times <ul style="list-style-type: none"> <li>• A collared shirt (e.g. polo shirt)</li> <li>• Long shorts to full length pants</li> <li>• Closed in, non-slip shoes</li> </ul>	Good Grooming is essential <ul style="list-style-type: none"> <li>• Fingernails clean and short</li> <li>• Hair must be clean</li> <li>• Long/loose hair must be tied back</li> <li>• Basic jewellery only</li> </ul>
Does your organisation have any additional requirements for student placement?	

SECTION 3 – Organisation Information			
Services offered overview ( <i>tick relevant</i> )	AGEING/HACC	DISABILITY	
	<input type="checkbox"/> High care <input type="checkbox"/> Low care <input type="checkbox"/> Respite <input type="checkbox"/> Palliative Care <input type="checkbox"/> Secure dementia <input type="checkbox"/> Home & Community Care	<input type="checkbox"/> Community, social & recreation <input type="checkbox"/> Home personal care <input type="checkbox"/> Therapy & clinical <input type="checkbox"/> Respite <input type="checkbox"/> Supported accommodation	
What shifts will students be rostered on? Include shift times	<input type="checkbox"/> Morning	start:	finish:
	<input type="checkbox"/> Afternoon	start:	finish:
	<input type="checkbox"/> Night	start:	finish:
Organisation size e.g. No. of residents/clients			
Is the organisation is close to public transport:			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Checklist completed by:**

<b>Name:</b> <i>Authorised Organisation Rep</i>	
<b>Signature:</b>	<b>Date:</b>

**Site check by:**

<b>Name:</b> <i>Daisy Learning Rep</i>	
<b>Signature:</b>	<b>Date:</b>

<i>Office use only</i>	
Entered in SMD – VP Facilities <input type="checkbox"/> Yes <input type="checkbox"/> No By:	